

## General Classification

### Questions and Answers (True or False)

- Q1. Under the FES system, the Primary Standard can be used if the FES classification standard does not contain a factor level that the job duties justify.
- A1. **True** The Primary Standard may not be used alone to classify a position except to point rate an individual position factor when that factor fails to meet the lowest, or exceeds the highest, factor level in the applicable FES standard.
- Q2. Positions are to be classified based on the duties and responsibilities assigned and the qualifications of the person selected by management.
- A2. **False** Positions are to be classified based on the duties and responsibilities assigned and not the qualifications of the person selected by management.
- Q3. Position descriptions should contain the duties to support the classification assigned to the job, regardless of the duties actually assigned to the position.
- A3. **False** Position descriptions should contain duties actually assigned to the position. Most positions have predominant duties and responsibilities that clearly indicate the real purpose for which the position has been established.
- Q4. There are occupational series which do not have classification standards.
- A4. **True** There are occupational series where no standards have been published. When no directly applicable grade level criteria have been published, you must select other standards for cross series comparison. You should select standards that cover work as similar as possible to the work you are evaluating with respect to the kind of work process, function, or subject matter involved; the qualifications required; the level of difficulty and responsibility; and the combination of classification factors that have the greatest influence on the grade level.
- Q5. Indicate the grade that is justified by the following duties, with the series and grades as shown. The percentage of time spent on each duty is also shown.
- GS-326-5 (30%)      GS-303-3 (55%)      GS-1104-6 (15%)
- A5. **GS-5** For a **mixed series** position, follow the grade controlling duties, otherwise the paramount knowledge required, which is the most important type of subject matter

knowledge or experience required to do the work. For a **mixed grade** position, the duties may be grade controlling if they are a regular and continuing part of the job; are performed for at least 25% of the time; and involve a higher level of knowledge and skill that would be a factor in recruiting for the position.

- Q6. Positions should not be graded higher than the highest grade shown in the appropriate classification standard
- A6. **False** You may use grade levels above or below those covered in the standard if the evaluation proves that these levels are properly matched. Given the circumstances, it may be appropriate to extend the grade or factor level criteria and cross reference other standards for similar work.
- Q7. If you are not able to find an appropriate classification standard, you can use the FES primary standard to grade a job.
- A7. **False** The Primary Standard may not be used alone to classify a position except to point rate an individual position factor when that factor fails to meet the lowest, or exceeds the highest, factor level in the applicable FES standard. The Primary Standard may be used for supplemental guidance but only in conjunction with other FES standards.
- Q8. An employee comes to you with a complaint that the grade of the job to which she is detailed is too low. This employee can file an appeal regarding the grade and have OPM decide whether the grade is correct.
- A8. **False** An assignment or detail outside the scope of normally performed duties outlined in the official position description may not be appealed by an employee. The series, grade, or pay system, or title of a position to which the employee is detailed or promoted on a time-limited basis may not be appealed however, employees serving under time-limited promotions for 2 years or more may appeal.
- Q9. The addition of duties to a position that will end within 5 months can be the basis for reviewing and changing the classification of that position.
- A. **False** Temporary duties generally do not affect the series or grade level of a position. Such duties cannot be ignored, however, when they become a regular part of a job. The position should be reevaluated if the duties extend over a long period of time and it is reasonable to assume that the duties will continue to recur, even if not in a precisely predictable pattern.

Q10. A duty that requires only 10% of the time of the position would never need to be included in the position description.

A10. **False** A duty that requires only 10% of the time may be included in the position description. Because minor duties normally do not affect the classification of the position, are usually unimportant to work operations, and change frequently, it is generally not necessary to mention them in the position description. A statement, such as “Performs other duties as assigned,” covers such situations adequately. Sometimes, however, minor duties can influence both grade and series determinations and the qualifications required for the work. In cases such as these, what seem to be minor duties must be described and evaluated.

Q11. Indicate the grade that is justified by the following duties, with the series and grades as shown. The percentage of time spent on each duty is also shown.

GS-334-9 (20%)      GS-301-12 (25%)      GS-1102-11 (35%)      GS-343-11 (20%)

A11. **GS-12** Duties may be grade controlling if they are a regular and continuing part of the job; are performed for at least 25% of the time; and involve a higher level of knowledge and skill that would be a factor in recruitment for the position.

Q12. Supervisors need not be concerned about a position description of one of their subordinates until a question arises concerning the classification.

A12. **False** The description of each position must be kept up-to-date and include information about the job which is significant to its classification.

Q13. When a position is classified it may be assigned more than one occupational series.

A13. **True** Only interdisciplinary professional positions may be classified to two or more professional occupational series. An interdisciplinary professional position is a position involving duties and responsibilities closely related to more than one professional occupation. The nature of the work is such that persons with education and experience in either of two or more professions may be considered equally well qualified to do the work. Administrative occupations are, in contrast, experience based. They do not require education in a specific field of study. Persons with appropriate experience can qualify for nonprofessional or administrative positions if they have gained through experience the necessary knowledge, skills, and abilities to do the work. The interdisciplinary approach, therefore, is neither needed nor appropriate for administrative occupations.

Q14. The General Schedule classification series cover all types of work.

A14. **False** The General Schedule classification series covers only GS positions. It does not cover Wage Grade or Senior Executive Level positions.

Q15. The parenthetical title of (Office Automation) should be added to the official title of all clerical positions.

A15. **False** The parenthetical title of (Office Automation) should be added to the official title of a position when the duties of the position require proficiency at or above competitive level typing skills.